ACTIVE PUPIL RECORDS* DO NOT DESTROY

SCHOOL **CLOSURE:**

_____

CONTACT: _____ _____

NAME PHON EMAIL

_____

DATE OF DELIVERY: _____

TO: _____

LOCAL DISTRICT CONTACT: _____ _____

PHONE EMAIL

_____

NAME

RECORDS OF STUDENTS ENTERING _____ **GRADE**

Enter grade

04-02-18

ALPHA SUMMARY WITH LIST OF STUDENTS INCLUDING BIRTHDATE ATTACHED

INACTIVE PUPIL RECORDS* DO NOT DESTROY

SCHOOL **CLOSURE:**

_____

CONTACT: _____ _____

NAME PHON EMAIL

_____

DATE OF DELIVERY: _____

TO: _____

LOCAL DISTRICT CONTACT: _____ _____

NAME PHONE EMAIL

_____

04-02-18

SCHOOL RECORDS* DO NOT DESTROY

HAND DELIVER TO THE CHARTER SCHOOLS DIVISION

SCHOOL CLOSURE: _____

CONTACT: _____ _____ _____

NAME PHON EMAIL

DATE OF DELIVERY: _____

TO: Charter Schools Division
CONTACT: Jose Cole- Gutierrez 213-241-0399 jose.cole-gutierrez@lausd.net

BRIEF DESCRIPTION OF CONTENTS: _____

04-02-18

DOCUMENT CLASS: (Circle one) Class I Class II Class III

(Internal)
Disposal Date: _____ Method of Disposal: Shredding Scanning Trash Othe